

ornaments and paraphernalia, now belonging to or hereafter acquired by the vestry, shall, subject only to the use and control of the rector prescribed by the provisions of § 305 (a) of this subheading, manage, preserve and control all such property as the vestry may own or possess, real and personal, in such manner and by such means as shall be to the best interest of the parishioners.

(b) Parish register.

The vestry shall provide a parish register in which shall be recorded the date and place of all baptisms, confirmations, marriages and burials occurring at the church or celebrated outside of the church, but concerning any member thereof.

In the entry of baptisms there shall be recorded the Christian name, date and place of birth and baptism of each person baptized, and the Christian and surname of the parents.

In the entry of confirmations there shall be recorded the date of confirmation, the name of the bishop, and the Christian and surname of the person confirmed, and other pertinent data.

In the entry of marriages and burials there shall be recorded the time of the celebration and the Christian and surname of each person married or buried and such other data as may be required by any general or diocesan canonical mandate.

(c) Other parish books.

(1) Enumeration. The vestry shall provide a proper minute book, a suitable account book or books, and an enrollment record in such permanent form as it shall decide.

(2) Minute Book. In the minute book there shall be recorded minutes of all actions taken at vestry and congregational meetings, and such other proceedings, matters, documents and papers as may be appropriate and proper.

And, unless a separate book is provided for the purpose, a copy of all bylaws of the parish, and the amendments thereof, as well as the date of the adoption of such bylaws and amendments, shall be entered in the minute book.

(3) Account Books. In the account book or books there shall be recorded the receipts and disbursements of the parish and such other financial transactions as it may be appropriate and proper to record therein.